



March 21, 2014

To: Executive Board

Subject: **Request to Issue Request for Proposals for Fleet Audit Services**

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### **Recommendation**

Authorize the Executive Director to issue Request for Proposals (RFP) No. 14-032 for physical and maintenance review audit services for an initial term of three years with two one-year options to be exercised at Foothill Transit's sole discretion.

### **Analysis**

Foothill Transit regularly conducts maintenance audits of its buses utilizing the services of an independent consultant. Vehicle Technical Consultants is currently engaged to provide these services to Foothill Transit under Agreement No. 11-056. The procurement being requested will allow the selection of a contractor to provide a more robust and detailed audit and reporting on Foothill Transit's fleet than envisioned and allowed under the current agreement. The selected contractor will conduct physical maintenance audits of the condition of Foothill Transit's buses which are operated and maintained by Foothill Transit's service contractors. The contractor will perform partial fleet audits, full fleet audits, or contractor turnover audits as directed by Foothill Transit.

Partial fleet audits are performed on a selected number of buses, usually 30 buses, from each operating facility and are conducted on a quarterly basis as deemed necessary by Foothill Transit.

Full fleet audits are also performed on the entire bus fleet at each operating facility. The contractor's responsibility under a full fleet audit is the same as the partial fleet, with the only difference being that the entire bus fleet is audited.

Turnover fleet audits are performed when Foothill Transit changes service contractors. This usually involves one operations facility where the contract for bus operations services ends. A turnover fleet audit can also involve both operations facilities if, by chance, contracts for both Arcadia and Pomona bus operations services terminate concurrently. The "turnover" audit includes a complete inspection of vehicle conditions and maintenance documentation, followed by a re-inspection to verify that previously identified required repairs are completed before a new contractor begins to operate service.

Foothill Transit seeks to retain a qualified firm to conduct regular maintenance audits and also to complete "turnover" audits, as needed. A minimum of four regular audits



each year will be conducted, with approximately thirty buses inspected at each location in each audit. This result is the regular annual inspection of approximately 80 percent of the Foothill Transit fleet. "Turnover" audits may also be required during the term of the contract and the RFP will include an option to conduct turnover audits, should they be needed.

The proposed term of the contract would be three years with two one-year options to be exercised at Foothill Transit's sole discretion.

**Budget Impact**

Funds are included in the approved FY 2014 Business Plan and will be included in future year plans.

Sincerely,

A blue ink signature of Roland M. Cordero, written in a cursive style.

Roland M. Cordero  
Director of Maintenance

A blue ink signature of Doran J. Barnes, written in a cursive style.

Doran J. Barnes  
Executive Director